




United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Boston		2. POSITION NUMBER 1-01181 00001565			
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position EPS Series, GS-0028, 3/95							
		b. Title		c. Service	d. Series	e. Grade	f. CLC
Official Allocation		Environmental Protection Specialist		GS	0028	13	001
4. SUPERVISOR'S RECOMMENDATION		Environmental Protection Specialist		GS	0028	13	
5. ORGANIZATIONAL TITLE OF POSITION (if any)				6. NAME OF EMPLOYEE			
				Stacey Johnson-Bridgman			
7. ORGANIZATION (give complete organizational breakdown)							
a. U. S. ENVIRONMENTAL PROTECTION AGENCY				e.			
b. New England Office				f.			
c. Office of Ecosystem Protection				g.			
d. Connecticut State Program Unit				h. EPAYS Organization Code 90121840			
8. SUPERVISORY/MANAGERIAL DESIGNATION — [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. — [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. — [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. — [T] "Team Leader" This position meets the requirements for coverage under Part II of the Work Leader Grade Evaluation Guide. X [N] None of the above applies. This is a non-supervisory/non-managerial position.							
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.							
a. Typed Name and Title of Immediate Supervisor Lynne A. Hamjian, Manager - CCT				d. Typed Name and Title of Second-Level Supervisor Susan Studlien, Deputy Director - OE			
b. Signature 		c. Date 03/14/01		e. Signature 		f. Date 3/27/01	
10. OFFICIAL CLASSIFICATION CERTIFICATION							
a. <input checked="" type="checkbox"/> This position has no promotion potential. <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotional potential to grade: __				b. Fair Labor Standards Act <input checked="" type="checkbox"/> Nonexempt <input type="checkbox"/> Exempt		c. Functional Code	
d. Bargaining Unit Code 0011		e. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (___% of time) <input type="checkbox"/> This position is subject to random drug testing ()		f. Signature 		g. Date 5/30/01	
11. REMARKS							
FLSA determination amended per HQ evaluation - October, 2011							

Stacey Johnson
Urban Environmental Initiative City Program Manager (Hartford)
GS-028-13

I. Introduction

This position is located in the Office of Ecosystem Protection, Connecticut State Program Unit at EPA New England. EPA is investing in Community Based Environmental Protection (CBEP) and the Urban Environmental Initiative (UEI) is a significant feature of our CBEP Strategy. Based on the foundation principle of Environmental Justice, the UEI is focused on building local community capacity to identify and address environmental problems in disadvantaged urban areas, assisting in the design and development of environmental restoration and revitalization projects, and supporting local economic development, all of which can substantially benefit from EPA assistance. In working towards these goals, EPA is partnering with many diverse stakeholders including state/city/federal agencies, industry, business, environmental activists, economic developers and especially community groups.

The UEI city program manager serves as the primary point of contact for all UEI activities within his/her target city and is responsible for the overall development and implementation of the UEI in his/her target city.

II. Major Duties

1. Assesses environmental problems, assists community representatives in project scoping efforts, develops partnerships for execution and completion of project goals, arranges for internal EPA support and leverages external resources. The program manager acts as project officer on a number of grants within his/her city and is responsible for all aspects of negotiation, development and oversight of agreements that detail the negotiated commitments, including resources, for each stakeholder.

Identifies and assists community, business, industry and other relevant stakeholders in promoting, developing and implementing UEI objectives by offering assistance in developing partnerships and project plans, and evaluating program accomplishments. Develops liaisons with other agencies and groups to optimize implementation of the UEI in his/her target city per the needs of the stakeholders.

UEI City Managers participate in weekly UEI Team meetings and periodic UEI Team retreats and contribute to overall discussions, problem-solving and activities for building a New England-wide infrastructure to address urban environmental issues.

2. As part of the UEI Team, the city program manager is responsible for measuring progress in meeting initiative objectives and ensuring recognition of success in his/her target city and the overall UEI.

With the Regional UEI Coordinator:

- a. Develops systems which measure and monitor the progress of the initiative in the region.
- b. Develops appropriate measures, methods of data collection and monitoring of operational objectives in Region I's Community Based Environmental Protection (CBEP) strategy as it relates to the initiative.
- c. Advises and assists in management decisions regarding resolution of issues related to urban environmental policy.
- d. Plans and organizes recognition activities which ensure recognition of initiative successes through award ceremonies, in-house publications, reports to headquarters, and other appropriate activities.

In addition, assists in the preparation of all necessary reports for the Senior Management Team and preparation and delivery of monthly and annual reports on the accomplishments of the UEI.

3. Develops the budget for UEI initiative in the target city and manages grants and contracts to provide best use of government funds and resources.

Develops the budget for UEI efforts in target city and provides justification for expenditures. Serves as Project Officer for certain grants related to the UEI and Environmental Justice. Seeks alternative funding mechanisms for the Initiative from various sources of funding such as HQ, other programs in EPA New England, other Agencies, etc.

4. Champions the cause of the Urban Environmental Initiative internally and externally.

Ensures implementation of the UEI communications strategy in his/her target city. Writes articles, delivers talks and provides clearinghouse for information about successful urban strategies, policies and resources. As opportunities arise, speaks to outside groups on Region I's Urban Environmental Initiative strategy, and its progress and ramifications for external customers. Represents EPA Region I at external meetings and seminars specific to related urban activities. Builds bridges to other Regional and State/City programs necessary for the success of the UEI in the target city. Specifically, works with all regional programs for the mutual support of all programs for urban related activities in the target city.

5. Provides technical support in his/her areas of environmental or public health expertise to the entire UEI Team.
6. Develops local sustainable infrastructure to ensure community input on target urban environmental and public health issues.

7. Works with key constituencies to improve indoor air quality in Hartford.
8. Assists stakeholders in retarding the degradation of the South Branch of the Park River by improving access and viability, reducing ecological and public health threats from contamination through education and outreach and promoting economic development opportunities.
9. Supports Clean Air Act standards by identifying methods and processes that reduce urban residents' exposure to ozone, particulate matter, and toxic air pollutants in Hartford, CT.
10. Performs other duties as assigned.

Factor Level Descriptions

Factor 1- KNOWLEDGE REQUIRED BY THE POSITION:

Expert knowledge of Urban Environmental Policy, Environmental Justice and group process principles, a thorough understanding of a variety of problem solving, project management and outreach methods, and knowledge of the regional, state and city organizational structures, programs and relationships, and the regional strategic plan sufficient to serve as the recognized authority in the planning and implementation of the UEI in the target city.

Very strong facilitation, project management and communication skills, as well as the ability and interpersonal skills to respect and work with diverse cultures, are required to build partnerships both internally and externally. Technical expertise in Environmental Science/Engineering, Urban Environmental Planning, or Public Health, as well as familiarity with EPA programs is required. Understanding of a broad range of environmental issues relating to state and federal regulatory frameworks, as well as public health issues that may be addressed through either regulatory or non-regulatory means.

Knowledge of EPA operations, rules, procedures and organization necessary to 1) effectively implement the UEI and coordinate urban activities in the target city; 2) provide assistance to external stakeholders in implementing UEI related programs; and 3) continuously assist in the evaluation of the utilization of the region's resources in accomplishing its UEI goals.

Skill in communicating clearly, concisely and diplomatically both verbally and in writing so that internal and external customers are fully aware of potential problems, issues, conflicts and alternatives to their resolution. Consensus building and facilitation skills are key to building successful partnerships.

Factor 2 - SUPERVISORY CONTROLS:

The UEI Team performs as a self-directed team in a matrix organization coordinated by the Regional UEI Coordinator (the Boston City Manager) and under the overall program guidance of the Manager of the UEI Program. The City Program Manager is supervised by the respective State Unit Chief. Assignments are made by the supervisor in the form of overall objectives, purpose, and general time frames. Other assignments are initiated by the employee, senior regional management, or Headquarters directives or policies. The employee has broad discretion to independently plan and carry out projects, coordinating with other UEI city managers and staff where appropriate. The employee informs the supervisor and/or Regional UEI Coordinator of progress, potential controversy, or far-reaching implications. As appropriate, completed work is reviewed by the supervisor and/or Regional UEI Coordinator for responsiveness and conformance with agency policy and regional priorities.

Factor 3 - GUIDELINES:

Guidelines include Federal Statutes, Agency Operating Guidance and policies, Headquarters Directives, Region I policies, technical literature, and established practices. Guidelines embrace a range of technical and administrative criteria involving concepts and principles for which the employee must either significantly adapt, modify, or develop supplemental material to meet the needs of EPA New England and the UEI. As a Regional initiative, there is no specific guidance from HQ on the UEI.

Factor 4 - COMPLEXITY:

Problems and issues range from national to regional to program specific. Bounded areas of work assignments are difficult to determine in advance; therefore, incumbent has considerable latitude in planning, conducting, and reporting on assignments and unexpected problems and their resolution. Urban environmental issues generally do not fit the mold of problems recognized by statutory authority resulting in much complexity in defining problems and solutions. The inherent partnering process with many diverse constituencies is also delicate and complex.

Factor 5 - SCOPE AND EFFECT:

The purpose of this work is to identify and analyze barriers to the implementation of the UEI in the region, recommending strategies to respond to these challenges or processes for others to use to develop strategies, and to guide the day-to-day implementation of the selected strategies in the target city. Recommendations often serve as the basis for changes in the approach to accomplishing regional work objectives. The purpose is also to provide coordination, information and analysis to State and City Agencies, EPA Headquarters, community, business and other stakeholders and the public on the Urban Environment in New England, the agency and in other organizations.

The work has an important effect on the population of Hartford because there are so many programs involved in public health and the environment in this initiative. The work will build sustainable community infrastructure for the community, improve indoor air quality and reduce asthma triggers and improve the quality of urban rivers and wetlands.

Factor 6 - PERSONAL CONTACTS:

Personal contacts are with the Senior Management Team, Regional State and City Program Managers and Technical Experts, other federal agencies, Headquarter offices, elected state and city officials, community, industry and business leaders, and other agencies/organizations engaged in urban environmental activities as well as key citizen/neighborhood groups in the target city.

Factor 7 - PURPOSE OF CONTACTS:

Contacts are made to partner with relevant stakeholders to obtain and provide guidance, inform, discuss policies and procedures, and to build a consensus among diverse and sometimes antagonistic stakeholders to identify and address priority urban environmental issues, adhering to the principles of environmental justice, community empowerment, economic development and revitalization and pollution prevention. Problem identification, analyses, and consensus resolution are central to this position, including the leveraging of partner resources.

Factor 8 - PHYSICAL DEMANDS:

Work is sedentary and requires little or no strenuous physical efforts. Frequent travel (i.e., weekly) is required to Connecticut and to other New England States.

Factor 9 - WORK ENVIRONMENT:

Environment is a mix of the typical office setting and a variety of urban community settings.

Factor Evaluation System

POSITION EVALUATION STATEMENT

Title, Series, and Grade: Environmental Protection Specialist
 Organization: Office of Ecosystem Protection
 Reference(s): GS-028 (1995)

Evaluation Factors		Points Assigned	Standard Used (Bmk#, FL#, etc.)	Comments
1. Knowledge Required By The Position		1550	1-8	See attached
2. Supervisory Controls		450	2-4	No change
3. Guidelines		450	3-4	No change
4. Complexity		325	4-5	See attached
5. Scope and Effect		325	5-5	See attached
6. Personal Contacts		60	6-3	No change
7. Purpose of Contacts		120	7-C	No change
8. Physical Demands		5	8-1	
9. Work Environment		5	9-1	
S U M M A R Y	Total Points	3290	Job is very similar to GS-13 "city managers" for Providence and Boston.	
	Grade Conversion	GS - 13		

Name Susan Losi
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Date 5/30/01